

**CITY OF HAMPTON, VIRGINIA
LAND USE APPLICATION**

**CASE NUMBER:
DATE SUBMITTED:
DATE COMPLETED:**

To be completed by staff:

☐ **APPEAL OF ZONING ADMINISTRATOR'S DECISION (also complete Box 1 on reverse)**

☐ **CONDITIONAL PRIVILEGE (also complete Box 2 on reverse)**

☐ **REZONING (also complete Box 3 on reverse)**

☐ **SPECIAL EXCEPTION (also complete Box 2 on reverse)**

☐ **USE PERMIT (also complete Box 2 on reverse)**

☐ **VARIANCE (also complete Box 4 on reverse)**

INFORMATION REQUIRED FOR ALL APPLICATIONS

PROPERTY ADDRESS & LEGAL DESCRIPTION (INCLUDING TAX IDENTIFICATION NUMBER):

CURRENT LAND USE OF THE PROPERTY:

CURRENT ZONING OF THE PROPERTY:

ADDRESS, CURRENT ZONING AND CURRENT LAND USE OF SURROUNDING PROPERTIES

NORTH:

SOUTH:

EAST:

WEST:

PROPOSED LAND USE OF THE PROPERTY (IF NO SPECIFIC USE IS PROPOSED, NOTE THAT):

PROPOSE TO ☐USE AN EXISTING BUILDING/☐CONSTRUCT AN ADDITION/☐CONSTRUCT A NEW BUILDING

CURRENT PROPERTY OWNER

APPLICANT (IF NOT CURRENT OWNER)

NAME:

NAME:

ADDRESS:

ADDRESS:

PHONE NUMBER:

PHONE NUMBER:

OWNER AUTHORIZATION:

APPLICANT'S AGENT

**I HEREBY SUBMIT THAT I AM THE FEE-SIMPLE
OWNER OF THIS PROPERTY. I HAVE READ
THIS APPLICATION & IT IS SUBMITTED WITH
MY FULL KNOWLEDGE AND CONSENT.**

NAME:

ADDRESS:

PHONE NUMBER:

OWNER'S SIGNATURE & DATE

COMPLETE THE APPLICABLE SECTION

1. FOR APPEALS OF THE ZONING ADMINISTRATOR'S DECISION

DATE OF THE DECISION BEING APPEALED:

DESCRIPTION OF THE APPEAL:

2. FOR CONDITIONAL PRIVILEGE, SPECIAL EXCEPTION & USE PERMIT APPLICATIONS (Day Care requires supplemental information form attached with application. Applications for communication towers require additional information as specified in the Zoning Ordinance.)

PROPOSED HOURS OF OPERATION
FROM:
TO:

WEEKDAYS

SATURDAY

SUNDAY

3. FOR REZONING APPLICATIONS

PROPOSED ZONING OF THE PROPERTY:

4. FOR VARIANCE APPLICATIONS

DESCRIPTION OF REQUEST:

CHECKLIST FOR SUBMISSION:

- (1) a completed land use application;
- (2) the most recent surveyed plat of the property;
- (3) a non-refundable application fee:
 - (a) Appeals of the Zoning Administrator's Decision - \$75 if associated with single family residential use, \$200 for all others;
 - (b) Conditional Privilege - \$325;
 - (c) Rezoning - \$650 base fee plus \$100 per acre or portion thereof;
 - (d) Special Exception - \$75 if associated with single family residential use, \$200 for all others;
 - (e) Use Permit - \$650; or

- (f) Variance - \$75 if associated with single family residential use, \$200 for all others.

Only checks or money orders payable to the City of Hampton are acceptable forms of payment. Cash will not be accepted.

Additional information such as (but not limited to) a proffer statement, conceptual site plan, building elevations, or location of existing improvements (if not shown on plat) may be required by the Zoning Administrator or Planning Director after initial review of the application. Such information may be provided with the initial submission at the applicant's discretion. Appeals of the Zoning Administrator's Decision, Special Exceptions & Variances should be

submitted to the Permit Office, on the 3rd floor of City Hall (728-2444).

Conditional Privileges, Rezoning & Use Permits should be submitted to the Planning Department, on the 9th floor of the Harbor Centre Building, 2 Eaton Street (727-6140).

The mailing address for both departments is 22 Lincoln Street, Hampton, VA 23669.

*DEVELOPMENT OF ANY PROPERTY IS
SUBJECT TO COMPLIANCE WITH ALL
APPLICABLE CODES, REGULATIONS AND
ORDINANCES, WHETHER OR NOT THEY ARE
SPECIFIED IN THE APPROVAL OF ANY LAND
USE APPLICATION.*

